



**MAY 2019
FLSA: EXEMPT**

BUILDING OFFICIAL

DEFINITION

Independently, without supervision, inspect residential and commercial buildings in various stages of construction for compliance to approved plans and applicable codes; review blueprints and other plans for code compliance; respond to questions and concerns from the public regarding building construction inquiries; resolve complaints regarding code compliance; and assist with City construction projects as required. Perform other related duties as required including general repair and construction for City buildings and infrastructure.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Planning. Incumbents in this class do not routinely exercise supervision.

CLASS CHARACTERISTICS

This position is accountable as a team member of the Planning and Building department for performing supervision, planning and organization of Building Services and managing the affairs of the Building Services Division of the Building and Planning Department to achieve results in support of the City's goals, policies and objectives.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Providing effective leadership to accomplish the objectives of the Building Division, supporting the successful operation of Building and Planning Department, and accomplishing the administrative objectives of the City Manager and the policy goals of the City Council.
- Planning, managing and directing building inspections and building permit issuance; supervise staff and professional work regarding complex designs, plans, specifications, field inspections, and reports of residential, commercial, and industrial structures.
- Providing critical thinking to professional recommendations, decisions and completed staff work.
- Providing initiative in achieving positive, timely results for the organization.
- Providing effective planning, management and evaluation of division/department programs, functions, services and projects.



- Delivering outstanding internal and external customer service while solving problems and proactively creating sustainable solutions to issues.
- Providing effective leadership, direction, supervision, training, safety and support for employees.
- Maintaining effective relations with City Council, Boards, and Commissions and outside regulatory agencies.
- Providing effective representation and communications to public agencies, business, employees, and community.
- Providing effective contract, grants, and regulatory administration.
- Providing initiative in building code adoption, monitoring and providing timely update and recommendation of any state or federal legislature mandate.
- Providing assistance, supervision, support, and leadership to multi-disciplinary and interdepartmental teams.
- Conducting duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor.
- Manages divisional work activities including plan checks, building inspections, code inspections, and permit applications.
- Confers with architects, engineers, builders, developers and property owners in interpreting code requirements and policy guidelines.
- Reviews plans and specifications for proposed development and identifies technical issues and compliance concerns.
- Confers with architects, engineers, builders, developers and property owners in interpreting code requirements and policy guidelines.
- Responds to emergency situations as necessary.
- Assists, troubleshoots and repair various City property or infrastructures.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- California Building Standards Code governing engineering and architectural design and construction practices.
- Other laws, regulations and ordinances adopted by the City.
- Plan check practices, methods, and techniques.



- Architectural and engineering principles and practices.
- Principles of supervision and evaluation.
- Code enforcement principles and practices; budgetary practices.
- Contracts administration practices; shoring, grading, and storm water management plan standards; research and analysis techniques.
- Budgeting methods.
- Conflict managing skills.

Ability to:

- Plan, organize, schedule, assign, supervise, review and evaluate the work of assigned employees.
- Assist in establishing departmental goals.
- Develop, evaluate and interpret building and construction standards in determining the acceptability of plans and specifications while meeting service expectations.
- Interpret, apply, and enforce applicable State and local building codes, standards, and regulations; review, interpret, and analyze construction blueprints, plans, and specifications, architectural and engineering drawings, and maps for conformance with City building standards and policies.
- Detect faulty materials and workmanship and investigate code violations.
- Make accurate measurements and computations.
- Operate modern office equipment and computer hardware; use word processing, spreadsheet, and permit tracking software.
- Provide comments regarding standard construction methods and improvements.
- Investigate building code violations and respond to complaints and inquiries.
- Follow oral and written instructions.
- Prepare clear and accurate inspection records and reports.
- Communicate effectively orally and in writing and make effective presentations.



- Organize work, set priorities, and meet deadlines; establish and maintain effective working relationships with staff, management, property owners, contactors, vendors, general public, and others in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor's degree from an accredited four-year college or university in Civil Engineering, Architecture, Architectural Engineering, Industrial or Construction Technology, or a related field is required, supplemented by course work or training in model code interpretation, construction methods, and plan check practices. Seven years of responsible building construction, building inspection, plan checking, or model code development experience is required, including at least two years of lead or supervisory experience. State of California registration as a Professional Civil Engineer or licensed Architect with the California Architects Board is highly desirable. Licenses, Certificates; Special Requirements:

Licenses and Certifications:

- Ability to attain a valid Class C California driver's license, acceptable driving record.
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- Certification from the International Code Council (ICC) or within one (1) year of appointment is required.
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- Ability to work on call, extended hours, weekends or holidays in order to respond to inspection requests

PHYSICAL DEMANDS

While performing the duties of this class, the employee is frequently required to sit, stand, and walk, and regularly operate a motor vehicle. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds. During inspections, the employee inspects commercial and residential sites, walks on uneven terrain, climbs ladders and stairs and accesses temporary or construction access points. Sensory demands include the ability to see, talk, and hear.

MENTAL ELEMENTS

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret specifications; analyze and solve problems; use math and



mathematical reasoning; establish priorities and meet deadlines; and interacts appropriately with property owners, vendors, contractors, general public, and others in the course of work.

WORK ENVIRONMENT

The employee frequently works in both office and field settings. In the office, the employee works in controlled temperature conditions. In the field, the employee is exposed to traffic and motor vehicle fumes, mechanical and/or electrical hazards, construction noise, and potentially hazardous physical substances. When performing inspections, the employee may work at various heights above ground to conduct roof and attic inspections and may also work in confined spaces. The employee may interact with upset owners, contractors, developers, and other parties in interpreting and enforcing departmental policies and procedures.